

22 Attachment 2

Township of Sandy

**Exhibit 2
Subdivision Procedural Guide.**

Step A. Pre-application Conference.

An informational meeting between the developer and the Zoning (Code) Officer or Engineer of the Township to discuss the subdivision proposal is highly recommended. The developer should be prepared to discuss his subdivision plans and bring required maps along with sketch plan. A sketch plan is never considered as a preliminary or final plan.

Step B. Preparation of the Preliminary Plan.

The developer shall have a preliminary plan prepared in accordance with the requirements of §22-501 of the Chapter. If the subdivision is considered a minor subdivision, as defined by this Chapter, the Township may authorize the developer to proceed directly with the preparation of the final plan (see §22-408).

Step C. Submittal of the Preliminary Plan, Supporting Data, Subdivision Application and Fee.

The developer shall submit five copies of the preliminary plan, five copies of any supporting data required under §§22-403(B) and 22-501 of the Chapter, an application for subdivision review and the appropriate application fee.

The Township Zoning Officer will determine when an application is complete for review by the Planning Commission. Incomplete applications will not be regarded as a formal application and will be returned.

Step D. Review of the Preliminary Plan.

The Planning Commission will review the preliminary plan and supporting data to determine compliance with the Subdivision and Land Development Ordinance and make its recommendations to the Board of Supervisors. State law also requires a review by the Clearfield County Planning Commission. The decision of the Township Supervisors to approve, conditionally approve or deny approval will be made at a public meeting, and be communicated to the developer in writing.

Any conditions attached to preliminary approval of the plan must be accepted by the developer. If they are not accepted, in writing, per State law, the application will be considered as denied. A denial will specify the defects found in the submittals.

SUBDIVISION AND LAND DEVELOPMENT

Step E. Other Agency Reviews and Approvals.

The developer must coordinate his development activities with other local and State agencies to ensure compliance with requirements of the respective agencies. The developer is required to submit plans, when necessary, to the following agencies for review, comment and approval/permit:

1. Pennsylvania Department of Environmental Protection/Township SEO.

All parcels are to be serviced by a community sewer system or an onlot (septic) system. The Township Sewage Enforcement Officer can assist.
2. For issues regarding wetlands, stream encroachment, please contact the Pennsylvania Department of Conservation and Natural Resources.
3. Clearfield County Conservation District for soil and erosion control plans.
4. Pennsylvania Department of Transportation – Highway Access.
5. Utility companies and similar agencies.

To determine capabilities and requirements associated with utility service.

The Planning Commission will not recommend approval of any final plan until proof has been received by the Commission that the developer has complied with requirements of the above agencies and any other agency which may have an interest in the development of the subdivision plan.

Step F. Preparation of the Final Plan.

The developer shall have a final plan prepared by a registered surveyor (and an engineer, if needed) in accordance with the requirements of §502 of this Chapter. The final plan shall conform to the approved preliminary plan.

Step G. Submittal of the Final Plan, Supporting Data, and Subdivision Application.

An original drawing and five copies of the final plan, and five copies of any supporting data required under §403(F) of the Chapter shall be submitted for review by the Planning Commission before action by the Board of Supervisors. The developer may submit the plan in phases for final approval. The Township Zoning Officer will determine if an application is complete to begin the review process.

Step H. Review of the Final Plan.

The Township Planning Commission will review the final plan and supporting data to determine compliance with this Subdivision and Land Development Ordinance and make its recommendations to the Township Supervisors before final action is taken. A County planning review is also required. The decision of the Township Supervisors to approve, conditionally approve or deny approval will be made at a public meeting, and communicated to the developer in writing. A denial will specify the defects found in the submittals. Any conditions attached to final approval of the Plan must be accepted by the developer. If not accepted by the developer, in writing, per State law, it is regarded as a denial. No plan is approved until signed by the Township Supervisors.

Step I. Recording of Final Plan.

Within 90 days after approval of the final plan by the Board of Township Supervisors and before conveyance of any deed out of the plan, the developer must record the approved final plan with the Recorder of Deeds of the County of Clearfield. The developer shall be responsible for the payment of any recording fees. Proof of recording shall be presented to the Township.